



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR I, SUPERVISOR

\$5,079 - \$6,311

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator III (Chief of the Accounting Services Bureau), this position is responsible for providing direction, establishment of policies and procedures impacting the maintenance, reporting and financial records relating to the Tax and Securities Section in the California Department of Insurance. Specific duties are as follows:

- Plans, organizes, and directs the workload for the Tax and Securities Section.
- Ensures the timely and accurate:
 - Collections and accurate recording of all insurance taxes.
 - Processing of all security deposits.
 - Monthly reconciliation on security records with the State Treasurer's Office and outside Depository Banks.
- Prepares and submits the required financial statements to state control agencies.
- Assists the Bureau Chief in developing and implementing the necessary policies and procedures to maintain proper internal controls.

DESIRABLE QUALIFICATIONS:

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Administrator I, Supervisor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of***

07/17/13 tb

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Accounting Administrator I, Supervisor #413-192-4549-005” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: July 29, 2013 by 5 p.m., Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant’s name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (**STD 678**) is required for each recruitment for which you would like to be considered.

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